

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4246
FAX (203) 270-4205



TOWN OF NEWTOWN

OFFICE OF HUMAN RESOURCES

EMPLOYMENT APPLICATION

The Town of Newtown is an Equal Opportunity Employer. Applicants are considered for all positions without regard to age, sex, religion, race, color, national origin, handicap, and marital or veteran status.

Name_____Date_____

Address_____

Years at present address_____ Drivers License #_____ Telephone_____

Previous address_____

Position Applied for_____ Rate of pay expected_____

Have you applied here before?_____ For what position_____

List any friends/relatives currently working for us_____

Criminal Convictions

"Conviction" for the purpose of this application, means a final judgement or verdict of guilty, a plea of guilty or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. This does not include a final judgement or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. "Crime" for the purpose of this application means an offense greater than a Class C misdemeanor.

Further you are not required to disclose any arrest, criminal charges or conviction the records of which have been erased under law. A history of criminal conviction will not necessarily bar consideration of employment. Factors such as the time, seriousness and nature of the offense, rehabilitation as well as the nature of the position, for which you are applying, will be taken into account.

Have you ever been convicted of a crime?_____ If yes, please explain_____

Have you ever been discharged by an employer?_____ For what reason?_____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?_____ (Proof of citizenship or immigration status shall be required upon employment.)

Were/are you a member of the U.S. Armed Forces?_____ Which branch_____

PERSONAL REFERENCES

Name _____ Phone Number _____
Name _____ Phone Number _____
Name _____ Phone Number _____

RECORD OF EDUCATION

College/University _____ Degree _____
High School _____ Year Graduated _____

RECORD OF EMPLOYMENT

May we contact your present/most recent employer? _____

➤ Employer/Address _____

Position Held _____ Dates of Employment _____

Salary _____ Reason for Leaving _____

➤ Employer/Address _____

Position Held _____ Dates of Employment _____

Salary _____ Reason for Leaving _____

➤ Employer/Address _____

Position Held _____ Dates of Employment _____

Salary _____ Reason for Leaving _____

➤ Employer/Address _____

Position Held _____ Dates of Employment _____

Salary _____ Reason for Leaving _____

➤ **Please list any qualifications, certifications, special skills:** _____

I certify that all information provided on this application is true, complete and correct to the best of my knowledge and belief and is made in good faith. I understand that the information is subject to verification by the Town of Newtown and that incomplete, false, misleading or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I authorize the investigation of all statements contained in this application.

Applicants Signature

Date